

NASA Ames Research Center

NASA Ames Research Center Software Release Process

Implements: NPG 2210.1A External Release of NASA Software

Step 1 Complete an Invention Disclosure NF1679

If government inventor/software author – send electronic version to:

OTP Technology Manager for your Division or Program

Patent Counsel – email: Vickie.L.Kent@nasa.gov

Software Release Authority – email: Robin.M.Orans@nasa.gov

Send Original with signatures of inventors and witness to Patent Counsel Mail Stop 202A-4

If contractor inventor/software author – send electronic version to

Your company management

OTP Technology Manager for your Division or Program

Software Release Authority – email: Robin.M.Orans@nasa.gov

Send Original with signatures of inventors and witness to your company management, they will forward it to the New Technology Representative as required by your contract

Step 2 Request ability to release Software outside of the project for which it has been developed. Meet with the SRA and/or Software Release Division Coordinator to discuss the reason for the release, to whom software is to be released and the method to be used for distribution.

Step 3 Complete a Software Release Request (CTO-06) and send it to:
Software Release Authority – email: Robin.M.Orans@nasa.gov

Step 4 SRA develops appropriate Software Usage Agreement(s) (SUA) for software

Step 5 Software Release Request package (Invention Disclosure, information about software, Software Release Request, SUA samples) put together and routed to Technical Management for concurrence as to type and method of release and then sent for review and recommendations to: OTP Technology Manager, Patent Counsel, Export Control, IT Security, and the Office of Technology Partnerships (OTP) Chief

Step 6 SRA reviews concurrences and recommendations, makes final decision and provides SUA to the Technical Point of Contact and/or Software Release Division Coordinator that will be used when distributing software.

Step 7 After software has been released, SRA will request the Awards Liason Officer to recommend software for a Software Release Award. Software needs to be a scientific or technical contribution which has significant value in the conduct of aeronautical and space activities pursuant to 42 U.S.C. 2458 (National Aeronautics and Space Act of 1958) and has been used in a NASA program or sponsored or supported by NASA

NASA Ames Research Center

Step 8 Upon receipt by fax of a signed SUA from a requester, the OTP office will check the request and the requester and send an e-mail to the Technical Point of Contact and the Software Release Division Coordinator stating that the software can be released to the requester. The method of distribution will be that agreed upon during the Software Release Request process.

Robin M. Orans
Ames Software Release Authority
NASA Ames Research Center
MS 202A-3
Moffett Field, CA 94035-1000
Phone: (650) 604-5875
Fax: (650) 604-1592
E-mail: Robin.M.Orans@nasa.gov
Web Site: <http://technology.arc.nasa.gov>